



**SOLICITATION NUMBER:** 72068119R100002

**ISSUANCE DATE:** November 25, 2019

**CLOSING DATE/TIME:** December 16, 2019 at 5 p.m. Abidjan local time

**SUBJECT:** Solicitation for a **Cooperating Country National Personal Service Contractor (CCN PSC) – Acquisition and Assistance Specialist (Career Ladder)**

*(Local Compensation Plan)*

Dear Prospective Offerors:

The United States Government, represented by the U.S. Agency for International Development (USAID), is seeking offers from qualified persons to provide personal services under contract as described in this solicitation.

Offers must be in accordance with **Sections I through V** of this solicitation. Incomplete or unsigned offers will not be considered. Offerors should retain copies of all offer materials for their records.

This solicitation in no way obligates USAID to award a PSC contract, nor does it commit USAID to pay any cost incurred in the preparation and submission of the offers.

Any questions must be directed in writing to the Point of Contact specified in the attached information.

Sincerely,



R. Christopher Gomes  
Contracting Officer

**I. GENERAL INFORMATION**

1. **SOLICITATION NO.:** 72068119R100002
2. **ISSUANCE DATE:** November 25, 2019
3. **CLOSING DATE AND TIME FOR RECEIPT OF OFFERS:** December 16, 2019 at 5 p.m.  
Abidjan local time
4. **POINT OF CONTACT:** Edouwar N’Gatta, email: [abidjanaidcihr@usaid.gov](mailto:abidjanaidcihr@usaid.gov).
5. **POSITION TITLE:** ACQUISITION AND ASSISTANCE SPECIALIST (CAREER LADDER)
6. **MARKET VALUE:** The full performance level of this position is equivalent to **FSN-11**, which is between **FCFA 24,261,685 – FCFA 38,818,695**. However, if USAID’s evaluation does not result in an award at the full performance level, USAID may make an award to a CCN at a lower level with contract options to place the contractor at each progressive level until the full performance level is reached.

The entry level of this position is equivalent to **FSN-09**, which is between **FCFA 15,230,319 – FCFA 24,368,509** and the intermediate level of this position is equivalent to **FSN-10**, which is between **FCFA 20,673,086 – FCFA 33,076,936**.

In accordance with AIDAR Appendix J and the Local Compensation Plan of USAID/Cote d’Ivoire final compensation will be negotiated within the listed market value of the performance level for which the CCNPSC is selected.

7. **PERIOD OF PERFORMANCE:** Five year renewable contract. The position will be reviewed annually and renewed contingent on satisfactory performance, continued need for the services, and availability of funds.
8. **PLACE OF PERFORMANCE:** Abidjan, Cote d’Ivoire, with possible travel as stated in the Statement of Duties.
9. **ELIGIBLE OFFERORS:** The position is open to Internal Candidates only; all Cooperating Country Nationals current employees of the US Embassy in Cote d’Ivoire (All Agencies).
10. **SECURITY LEVEL REQUIRED:** Facility Access
11. **STATEMENT OF DUTIES**

This position is established as Acquisition and Assistance (A&A) Specialist “Ladder” position, which includes positions at the FSN-9, FSN-10, and the full performance level of FSN-11.

At the full performance level, the CCN PSC will perform the following general duties:

a. The Specialist provides professional-level procurement planning advice and guidance to USAID/Cote d'Ivoire Technical Offices, DO and/or AO) Teams, and any designated Regional clients, including advice on procurement policy and procedures in the design and implementation of Mission activities. The Specialist coordinates the development of procurement objectives for assigned portfolios in terms of potential implementing partner (IP) organizations, competitive issues, and socioeconomic issues, and identifies and constructs appropriate contract and/or grant instruments. Negotiations are to ensure acquisition plans are current, have appropriate milestones, and related schedules are adequate.

b. The Specialist reviews GLAAS Requisitions (REQs) requesting acquisition/assistance for major and complex programs/projects/activities and/or services. The Specialist analyzes requirements, and determines instrument selection or procurement approach, if SOWs or other program descriptions are complete, and if the request meets FAR, ADS, AIDAR, and/or other Mission, Agency, or USG policies; ensures that necessary Mission clearances have been obtained, and that waivers and other supporting documentation are complete; recommends revisions regarding SOWs, budgets, classification of terms, reporting requirements, and any special conditions, and ensures that required performance indicators are developed and included in the initial Request for Proposal or Request for Application; and, develops solicitation documentation in accordance with all appropriate regulations, selects and includes correct required clauses, and transmits solicitations for proposal using Internet-based technology. The Specialist responds to offeror questions during the proposal submission phase; and, determines the need for, and prepares, clarifying amendments as required for solicitation documents. As necessary, the Specialist holds pre-bid or consultative meetings with partners to fully explain the Agency and counterpart's needs, and to discuss solicitation documents. The Specialist applies a high degree of judgment and analysis when deciding among and between competing and often conflicting regulations and objectives, where the activities involved include multi-million-dollar issues, often with significant political and/or legal implications.

c. The Specialist evaluates applications and offers for responsiveness to particular solicitations, and documents the relative strengths and deficiencies of each proposal; guides DO/AO Teams in the practice of 'best value' selection, and in performance-based technical approaches; and, obtains reports and references, ensuring that past performance of the offeror is relevant and of a high quality. The Specialist ensures that offerors have adequate management, accounting, personnel, and procurement systems, and appropriate corporate leadership, resources, and quality control systems to satisfactorily carry out contracts. The Specialist requests audit reports or pre-award surveys from the Office of the Inspector General, and/or the Defense Contract Audit Agency, and obtains clearance from the Department of Labor and/or the Small Business Administration on a variety of EEO and workplace issues. The Specialist analyzes cost proposals and technical scores from technical evaluation committees; and, based on the analysis, establishes the competitive range and presents documentation for signature to the Contracting Officer/Regional Contracting Officer. The Specialist performs analysis of cost issues, considering economic conditions and factors of material, labor, and transportation costs; examines cost and pricing data submitted by offerors, to substantiate direct and indirect costs and profit; determines reasonableness of costs submitted; ensures data provided is consistent with USAID requirements on eligible geographic sources, and that salary structures are consistent with Agency policy; and, identifies circumstances that may require a waiver. The Specialist coordinates issues of technical weakness and excessive cost with DO/AO Teams prior to commencement of negotiation; and, clarifies and, as necessary, instructs the members of the Team, host-country counterparts, and other Mission staff on the USAID procurement process. The Specialist designs the negotiation strategy, identifies areas subject to negotiation, and consults with technical specialists concerning data submitted by offerors; conducts extensive negotiations on cost and technical issues prior to contract award, presenting USAID issues of concern, and persuading offerors to upgrade technical deficiencies and reduce costs where appropriate; requests submission of Revised Final Proposals, and prepares appropriate contract or grant instruments for award; coordinates the last stages of selection with DO/AO Teams and/or the technical evaluation committee(s); negotiates and awards grants and cooperative agreements with US-based and indigenous PVOs and NGOs, colleges and universities, and other non-profit organizations; analyzes transactions to ensure compliance with Agency cost-sharing and registration

policies, as well as local laws governing status; and, coordinates contracting activities with other government agencies, frequently negotiating and drafting interagency agreements. The Specialist presents award decisions of ultimate contractor/recipient to the Contracting Officer/Regional Contracting Officer, with all the appropriate supporting documentation, including the development of appropriate performance indicators, in conjunction with DO/AO teams; and, organizes and conducts orientation meetings with selected contractors, to ensure that mobilization efforts will be conducted efficiently, and that all terms and conditions of procurement instruments are clear and well-understood by all parties. The Specialist provides support debriefings to unsuccessful offerors.

d. The Specialist monitors contractor performance in relation to the completion schedule required by the contract or assistance instrument; ensures timely submission of technical progress reports, making periodic visits to contractor work sites, and representing the Office at performance-related meetings held by other Mission Offices; assists any client Missions to develop appropriate indicators for work plans and contract documents; ensures contractors are fully compliant with performance standards contained in the Contract, and seeks corrective action in cases of non-compliance; expedites Change Orders or revisions when circumstances require; and, issues 'show cause' or 'cure notices,' and/or recommends termination of contracts for default or for convenience, and negotiates termination settlements.

e. The Specialist analyzes, and takes action to resolve, audit findings, such as cost items questioned or unresolved; supports recommendations with detailed analysis of each cost, category, or element as necessary; prepares necessary documents to resolve all aspects of audits, questioned or ineligible costs, and accounting issues; and, presents documentation to the Contracting Officer/Regional Contracting Officer for signature. The Specialist reviews completed (after full performance) contract files to determine that all contractual actions are satisfied, and that there are no pending administrative actions to be resolved; ensures that all file documents are signed, that there are no litigation actions pending, and that the contract is complete in every respect and ready to be closed; and, ensures that contracts nearing annual anniversaries or final completion have a completed performance report from the COR/AOR, and submits reports to the Contractor for comment.

e. The Specialist provides guidance and mentoring to junior-level staff, trainees, procurement technicians, and file clerks on basic principles of USG and USAID acquisition, general procurement management, procurement policy direction, new/changed procurement policies, etc., as required.

f. As required, the Specialist may be called upon to provide information and advice to the Contracting Officer/Regional Contracting Officer and/or his/her designee on critical procurement issues, or on the effect of new or revised USG, USAID, or host-country requirements. The Specialist attends key Mission meetings on behalf of the Office, as assigned.

The full Position Descriptions for FSN 9/10/11 are attachments to this solicitation.

**12. PHYSICAL DEMANDS:** The work requested does not involve undue physical demands.

## **II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION**

In order to be considered for the position, a candidate must meet the Minimum Qualifications. Applications will be pre-screened and only those that meet the Minimum Qualifications will be considered. These are the minimum qualifications necessary to be considered for the position:

**At FSN-09 Grade Level:**

- a. **Education:** A Baccalaureate Degree or the equivalent of a four-year US college/university (or equivalency accreditation if a non-US institution) degree in accounting, law, business, finance, contracts, purchasing, economics, industrial management, marketing, quantitative methods, and/or organization and management is required.
- b. **Prior Work Experience:** Three or more years of progressively responsible experience in acquisition and assistance, or a closely related field is required. ***NB: Additional experience may NOT be substituted for Education.***
- c. **Language Proficiency:** Level IV (Fluent) English and French both oral and written, is required. Language proficiency will be tested.

**At FSN-10 Grade Level:**

- a. **Education:** A Baccalaureate Degree or the equivalent of a four-year US college/university (or equivalency accreditation if a non-US institution) degree in accounting, law, business, finance, contracts, purchasing, economics, industrial management, marketing, quantitative methods, and/or organization and management is required.
- b. **Prior Work Experience:** Four or more years of progressively responsible experience in acquisition and assistance, or a closely related field is required. As this position is part of a recognized and established career ladder, a minimum of one year of this experience must have been gained working in a USAID Contracting/A&A Office at no less than the next lower grade level. ***NB: Additional experience may NOT be substituted for Education.***
- c. **Language Proficiency:** Level IV (Fluent) English and French, both oral and written, is required. Language proficiency will be tested.

**At FSN-11 Grade Level:**

- a. **Education:** Possession of a Baccalaureate Degree or the equivalent of a four-year US college/university (or equivalency accreditation if a non-US institution) degree in accounting, law, business, finance, contracts, purchasing, economics, industrial management, marketing, quantitative methods, and/or organization and management is required.
- b. **Prior Work Experience:** Five or more or progressively responsible work in acquisition and assistance is required. As this position is part of a recognized and established career ladder, a minimum of two years of this experience must have been gained working in a USAID Contracting/A&A Office, with at least one year at the next lower, FSN-10, grade level. ***NB: Additional experience may NOT be substituted for Education.***
- d. **Language Proficiency:** Level IV (Fluent) English and French, both oral and written, is required. Language proficiency will be tested.

**III. EVALUATION AND SELECTION FACTORS**

Offerors would be assessed during a first screening; only those meeting the minimum requirements of the position will be shortlisted for further consideration.

Note that English Language will be tested for applicants who will meet the minimum

requirements for the position.

Depth and relevance of qualifications will be primarily assessed by a review of candidates' applications and an interview. After candidates' applications have been initially reviewed, only those which give evidence of meeting the minimum requirements for education, prior work experience and language will receive further consideration. The Technical Evaluation Committee (TEC) will identify a short-list of candidates who will be invited to an interview. After reviewing all results, the TEC will make a determination of candidates who have the requisite qualifications and experience to successfully fill the position.

Offerors seeking consideration for the full performance level will be considered in isolation first, and only if no acceptable offeror is found at that level, the TEC will proceed to review offerors at the lower levels.

The TEC will consider all offerors below the full performance level on an equal basis for their demonstrated potential to rise to the full performance level.

Evaluation will be based on the following:

**At FSN-09 Grade Level:**

**a. Work Experience (50%):** Degree and complexity of relevant work experience for pre-award and post-award acquisition and assistance responsibilities.

**b. Job Knowledge (20%):** Knowledge of public and/or private-sector business processes. Understanding of U.S. Government acquisition and assistance regulations, policies and practices, including the Federal Acquisition Regulations (FAR) and relevant sections of the Code of Federal Regulations (CFR) and/or understanding of how to execute and administer a complex acquisition portfolio, particularly as it relates to acquisition through methods of negotiation, sealed bidding, small purchase procedures, and that result in standard and established contract types.

**c. Skills and Abilities (20%):** The ability to plan and administer acquisition activities and provide acquisition assistance and support in a timely and effective manner. And, an ability to deal effectively with high-level representatives and with colleagues and/or host governments.

Good analytical, negotiating, and time management skills, along with strong proofreading skills and attention to detail. The ability to work calmly, tactfully, and effectively under pressure is essential, as well as the ability to maintain strict CONFIDENTIALITY, and meet all STANDARDS OF CONDUCT/ETHICS STANDARDS in accordance with US law throughout all phases of acquisition and assistance procurement processes.

**d. Communication (10%):** Possess oral and written communication skills in the English language and the ability to effectively communicate procedures and policies to stakeholders.

**At FSN-10 Grade Level:**

**a. Prior Work Experience (20%):** Degree and complexity of relevant work experience specifically for pre-award and post-award acquisition and assistance responsibilities.

**b. Job Knowledge (35%):** Knowledge of public and/or private-sector business processes. At this level, knowledge of U.S. Government acquisition and assistance regulations, policies and practices, including the Federal Acquisition Regulations (FAR) and relevant sections of the Code of Federal Regulations (CFR) and the knowledge on how to execute and administer an acquisition and portfolio, particularly as it relates to acquisition through methods of negotiation, sealed bidding, small purchase procedures, and that result in standard and established contract types.

- c. **Skills and Abilities (35%):** Ability to plan and administer acquisition activities, and provide adequate acquisition assistance and support for agency programs and projects in a timely manner. Ability to apply governing contracting regulations, procedures, and policies to assigned acquisition and assistance programs is required. An ability to deal effectively with high-level representatives of the US and Regional business community, and with colleagues in USAID Missions and/or host governments throughout the Region.

Good analytical, negotiating, and time management skills, along with strong proofreading skills and attention to detail, are required. The ability to work calmly, tactfully, and effectively under pressure is essential, as well as the ability to maintain strict CONFIDENTIALITY, and meet all STANDARDS OF CONDUCT/ETHICS STANDARDS in accordance with US law throughout all phases of acquisition and assistance procurement processes.

- d. **Communication (10%):** Effective oral and written communication of USAID acquisition and assistance procedures and policies.

**At FSN-11 Grade Level:**

- a. **Prior Work Experience (20%):** Degree and complexity of relevant work experience specifically for pre-award and post-award acquisition and assistance responsibilities.

**b. Job Knowledge (35%):** High-level knowledge of US Federal and USAID Acquisition Regulations, and knowledge and understanding of how to execute and administer a complex acquisition and assistance portfolio particularly as it relates to acquisition through methods of negotiation, sealed bidding, small purchase procedures, and that result in standard and established contract types. A good knowledge of host-country and regional markets pertaining to program/project/activity requirements for services and commodities, and a good knowledge and understanding of US market and pricing methods. Knowledge of business processes in public or private sectors.

**c. Skills and Abilities (35%):** The ability to plan and administer large and complex acquisition activities, and provide adequate acquisition assistance and support for agency programs/projects/activities in a timely manner. The ability to apply governing contracting regulations, procedures, and policies to individual complex acquisition and assistance programs. An ability to deal effectively with high-level representatives of the US and Regional business community, and with colleagues in USAID Missions and/or host governments throughout the Region is required.

Good analytical, negotiating, and time management skills, along with strong proofreading skills and attention to detail, are required. The ability to work calmly, tactfully, and effectively under pressure is essential, as well as the ability to maintain strict CONFIDENTIALITY, and meet all STANDARDS OF CONDUCT/ETHICS STANDARDS in accordance with US law throughout all phases of acquisition and assistance procurement processes.

- d. **Communication – (10%):** Applicant skills in oral and written communication in the English language, including the ability to obtain, evaluate, and interpret reports, and to effectively communicate organizational mission and policies to staff and to partners will be evaluated.

#### **IV. SUBMITTING AN OFFER**

Submission of a resume alone IS NOT a complete application. This position requires the completion of additional forms and supplemental materials as described in this section. Candidates who fail to provide the required documentation will result in rejection of their applications from further consideration.

Qualified applicants must submit the following documents, or their applications will not be considered for this position:

1. Signed U.S. government AID 309-2 form (OFFEROR INFORMATION FOR PERSONAL SERVICES CONTRACTS WITH INDIVIDUALS) which is available at the following link: <https://www.usaid.gov/forms/aid-309-2>

All applicants must submit complete dates (months/years) and hours per week for all positions listed on the form AID 302-2 to allow for adequate evaluation of your related and direct experiences. Applicants should note that the salary history for the purposes of the AID 302-2 is the base salary paid, excluding benefits and allowances such as housing, travel, educational support, etc.

If you encounter problems downloading the form, please contact **Edouwar N’Gatta** at [abidjanaidcihr@usaid.gov](mailto:abidjanaidcihr@usaid.gov) Applicants should retain for their record copies of all enclosures that accompany their applications.

2. A Signed cover letter and current resume or curriculum vitae (CV). The CV/resume must contain sufficient relevant information to evaluate the application in accordance with the stated evaluation criteria. Broad general statements that are vague or lacking specificity will not be considered as effectively addressing particular selection criteria. Complete dates (month/year) are also required on CV.
3. Applications must include the names and contacts information (telephone and email) for at least three professional references (who are not family members or relatives). The applicant's references must be able to provide substantive information about his/her past performance and abilities. At least one should be the current immediate supervisor or have been an immediate supervisor.  
USAID may seek additional contacts for reference check as appropriate or determined necessary. Candidates who do not wish to have current employers contacted must state this in the application; however, such employers would be contacted for references, if candidate is among the most highly rated. Information from reference checks will be included in the final recommendation and ranking of candidates submitted to the contracting officer. These candidates may be invited to return to USAID for additional interviews. Please do not include any award or certificate received in your application at this point; you may refer or cite them you will be asked to provide them at a later stage of the process.



Note that only electronic submissions are accepted. Please do not send hard copies. Electronic submissions should be sent to: [abidjanaidcihr@usaid.gov](mailto:abidjanaidcihr@usaid.gov). Please quote the solicitation number and position title of this solicitation in the subject line of your e-mail application. Submissions must be made via e-mail and MUST be PDF format. Applicants are required to provide their full mailing address and contact information (telephone and e-mail). No response will be sent to unsuccessful applicants.

4. Application should be in English Language.
5. **As this solicitation is for a “ladder” position, Offerors must identify the FSN-equivalent level at which level(s) the Offeror wants to be considered. If the TEC determines that an Offeror is not qualified at the position level(s) the Offeror identified, the Offeror will not be considered further unless the Offeror identified that they are willing to be considered at any lower level(s). An offeror who fails to identify any level for consideration, will be evaluated only against the full performance level.**
6. Offers must be received by the closing date and time specified in **Section I, item 3**, and submitted to the Point of Contact in **Section I, item 4**.

Only short-listed candidates will be contacted for further consideration.

The Agency retains the right to cancel or amend the solicitation and associated actions at any stage of the recruitment process.

## **V. LIST OF REQUIRED FORMS PRIOR TO AWARD**

Once the CO) informs the successful Offeror about being selected for a contract award, the CO will provide the successful Offeror instructions about how to complete and submit the following forms.

1. Medical History and Examination Form (Department of State Forms)
2. Background Investigation Form

## **VI. BENEFITS AND ALLOWANCES**

As a matter of policy, and as appropriate, a CCNPSC is normally authorized the following benefits and allowances:

### **1. BENEFITS:**

Health Insurance  
Social Security Contribution  
Local and American Holidays  
Salary Advance (0% interest)  
Annual Bonus

### **2. ALLOWANCES:**

Miscellaneous Benefits Allowance

Meals Allowance  
Transport Allowance

## **VII. TAXES**

LE Staff are responsible for calculating and paying local income taxes. The U.S. Mission does not withhold or make local income tax payments.

## **VIII. USAID REGULATIONS, POLICIES AND CONTRACT CLAUSES PERTAINING TO PSCs**

USAID regulations and policies governing CCNPSC awards are available at these sources:

1. **USAID Acquisition Regulation (AIDAR), Appendix J**, “Direct USAID Contracts With a Cooperating Country National and with a Third Country National for Personal Services Abroad,” including **contract clause “General Provisions,”** available at [https://www.usaid.gov/sites/default/files/documents/1868/aidar\\_0.pdf](https://www.usaid.gov/sites/default/files/documents/1868/aidar_0.pdf)
2. **Contract Cover Page form AID 309-1** available at <https://www.usaid.gov/forms>
3. Acquisition & Assistance Policy Directives/Contract Information Bulletins (**AAPDs/CIBs**) for Personal Services Contracts with Individuals available at <http://www.usaid.gov/work-usaid/aapds-cibs>
4. **Ethical Conduct.** By the acceptance of a USAID personal services contract as an individual, the contractor will be acknowledging receipt of the “**Standards of Ethical Conduct for Employees of the Executive Branch,**” available from the U.S. Office of Government Ethics, in accordance with **General Provision 2 and 5 CFR 2635.** See <https://www.oge.gov/web/oge/nsf/OGE%20Regulations>

END OF SOLICITATION